



CITY OF DELTONA

CITY MANAGER'S OFFICE

To: Deltona City Commission
From: Faith G. Miller, City Manager
Subject: Weekly Courtesy Report
Date: April 5, 2012

CITY MANAGER'S OFFICE thru 04/05/2012

Communication:

- Updated DeltonaTV schedule for the week of April 8.
- Updated programming for DeltonaTV—UCF (Global Perspective, MetroCenter Outlook), White House Chronicle, VA Weekly News, Energy Seminar 5: Water Conservation.
- Video production for these public service announcements: Ability Fair Recap, Regional Job Fair Recap and Wags 'N' Whiskers Recap.
- Pre-production/writing for these videos: Tuskegee Airman Interview, Simulcast Concert, and Caribbean Crew Concert.
- Updated Deltona Jobs program listings.
- Finished the April Edition of The Pride.
- Live broadcast and taped replay of the April 2nd City Commission Meeting.
- Pre-production work with Volusia County, Deltona Library and Pelican Productions for Energy Seminar 6: Home Energy Conservation.
- Promoting Panthers Football & Cheerleading signups and the next Energywise Seminar, Spruce Up, via the City Web site, e-mail groups, DeltonaTV, Facebook and Twitter.

Media Relations:

- Provided information regarding the Ethics Ordinance to Al Everson of the DeLand-Deltona Beacon.
- Provided information regarding the EECBG funds and locations of LED traffic lights to Al Everson of the DeLand-Deltona Beacon.
- Provided information regarding the Community Residence Homes (group homes) to Mark Harper of the Daytona Beach News-Journal.
- Provided information regarding the DeltonaTV broadcasts of the Commission Meetings to Mark Johnson of the Daytona Beach News-Journal.
- Provided information regarding the Scrub Jay Mitigation program to Blaine Tolison of WFTV, with Channel 9.

Press Release/s:

- Concert in the Amphitheater/American Pop 60
- EnergyWise Seminar

Business Development:

- Contacted developer regarding discussions for an Assisted Living Facility in Deltona and was advised that an offer has been made on the undeveloped land.
- Attended meeting with US Fish & Wildlife and Miller-Legg contingent to work out details on the scrub jay mitigation project as it moves forward.
- Forwarded the private participant agreements to the two landowners that pledged to contribute \$10,000 each to the scrub jay mitigation project.

- Attended a Community Redevelopment Area (CRA) Team meeting to discuss changes in the CRA plans which incorporate instructions from the City Commission.
- Attended the Team Volusia Economic Development Corporation's 'International Council of Shopping Centers Planning Team' meeting to discuss the participation and booth set-up for the upcoming convention.
- Site inspection and meeting regarding commercial lot at SR 415 and Ft Smith Boulevard, owned by Ron Gonzales.
- Attended the Economic Practitioners Council Meeting at Team Volusia ERC's offices in Daytona Beach.
- Met with Van Canada, Small Business Development Center (SBA) and a small business owner to discuss business expansion.

BUILDING & ENFORCEMENT SERVICES thru 03/30/2012

Building Permits issued for the week	59
Valuation of work permitted for the week.....	\$178,873
Inspections completed for the week	155
Total Permits issued for Fiscal Year 11/12	1,427
Valuation of work permitted for the year 11/12	\$11,863,484
Permits Issued:	
A/C change out	10
Concrete Flat Work.....	2
Door Replacement	3
Electrical	6
Exterior Renovation	1
Fence.....	8
Garage Door Replacement	1
Garage Enclosure.....	1
Interior Repair.....	1
Patio Cover	1
Reroof.....	5
Right of Way.....	4
Screen Enclosure.....	1
Shed	4
Siding.....	2
Sign	2
Solar Panel	1
Water Heater Replacement	3
Window Replacement	3
Total	59

Enforcement Services Division:

Requests for services this week	327
Animals impounded at the humane societies	35
Citation warnings issued	15
Courtesy notices	156
Abatement notices	26
Citations issued	4
Code Enforcement telephone calls	196

Animal Control calls	105	
Solid Waste calls	143	
Citizen walk in requests for Code Enforcement assistance	5	
Citizen walk in requests for Animal Control assistance	5	
Citizen walk in requests for Solid Waste assistance	7	
Properties requiring grass to be cut by contractors	04	(at a cost of \$140.00)
Certified mailings sent out	26	(at a cost of \$145.60)
Money collected for Animal tags, liens and return to owners	\$0	
Foreclosures for this week: Deltona	11	
County	32	
Total	43	

CITY CLERK'S OFFICE thru 03/30/12

2nd Floor HR/CC Walk-In Customers	72	
2nd Floor calls Answered	17	
Packages Picked Up	1	
Packages Received	28	
A/P Invoices Opened	91	
Newspapers	18	(9 hours)
Public Records Requests Received	1	
Public Record Request Amount Received	\$1.05	
Documents imaged, pages	6,643	
Large scale drawings imaged, pages	118	

FINANCE DEPARTMENT thru 04/04/2012

- Met with Information Technology Department to continue IT fixed asset reconciliation.
- Participated in City's Defensive Driving course.
- Continued BMI asset track training in order to be able to scan all City assets with bar code.
- Distributing Comprehensive Annual Financial Report (CAFR) to county and state agencies.
- Submitted Application to the Government Finance Officers Association (GFOA) CAFR Award Program.
- Submitted CAFR and operating data for Utility and Transportation bonds for Bond Compliance to Digital Assurance Certification (DAC) Agency.
- Submitted the following reports to State agencies along with the CAFR:
 - Local Governmental Entity Audit Report Submittal Checklist to State Auditor General.
 - Certification of Applicability to Single Audit Act Reporting.
 - Application for Revenue Sharing 2012-2013 State Fiscal Year.
- Published in the newspaper "Notice of Public Disclosure for the City of Deltona Full Cost Accounting for Solid Waste Management".
- Attended meeting for basketball court at Harris Saxon Park.
- Received two bids for the Security Camera Project.
- Prepared agreement for Financial Advisory Services and sent to Legal for approval.
- Testing AssetTrak to prepare for "live" inventory using scanner.

LBT MARCH 1-31, 2012	Count/Amount
Renewals	164
Residential Rental Renewals	340
New Residential Business	18
New Residential Rentals	30
New Commercial	1
Non-Profits	0
Exempt/Issued	1
Walk-Ins	118
Business Tax Revenue Collected	\$9,826.00
Fire Inspections Revenue Collected	\$3,160.00

Accounts Payable Section			Payroll Section	
Check Run Date:	3/2/2012		Check Run Date:	3/1/2012
Checks Processed	272	\$ 2,356,746.37	Total Employees	310
Invoices Processed:			Time Sheets Processed	620
Carol	226	401,039.60	Checks Processed	30
Julia/Jacque	158	1,947,102.22	Direct Deposits Processed	291
UB Refunds	157	8,604.55	Total Payroll including benefits	\$ 659,137.40
	541	\$ 2,356,746.37	Miscellaneous:	
			Flexible Spending Reimbursements	29
Check Run Date:	3/16/2012		Check Run Date:	3/15/2012
Checks Processed	438	1,639,332.60	Total Employees	313
Invoices Processed:			Time Sheets Processed	626
Carol	303	624,500.86	Checks Processed	30
Julia/Jacque	185	1,002,325.18	Direct Deposits Processed	294
UB Refunds	265	12,506.56	Total Payroll including benefits	\$ 667,218.44
	753	\$ 1,639,332.60	Miscellaneous:	
			Flexible Spending Reimbursements	20
Check Run Date:	3/30/2012		Check Run Date:	3/29/2012
Checks Processed	241	\$ 387,703.51	Total Employees	310
Invoices Processed:			Time Sheets Processed	620
Carol	179	200,430.52	Checks Processed	26
Julia/Jacque	182	181,464.08	Direct Deposits Processed	295
UB Refunds	125	5,808.91	Total Payroll including benefits	\$ 660,955.79
	486	\$ 387,703.51	Miscellaneous:	
			Flexible Spending Reimbursements	33

FIRE/RESCUE DEPARTMENT thru 04/05/2012

Fire Chief Staples:

Developing a Countywide inter-local agreement for Automatic Aid/Closest Unit Response via the Volusia County Fire Chiefs' Association. Developed a committee of east and west side Fire Chiefs to craft the details of the plan including: donor organizations, receiver organizations and establishing levels of participation based upon personnel and equipment resources available and organizational needs.

Deputy Chief Rogers:

Alarm summary 3/28/2012 thru 4/3/2012:

Structure fire	01
Wild land, grass	07
Misc. Fire	01
ALS Medicals	57
BLS & Misc. Medicals	62
Hazardous Condition	01
Service Calls	08
Good Intent	14
False Alarms	13
Misc. Alarms	05
TOTAL	169

- Monitored 2 Insurance Update sessions at City Hall.
- Completed two Target safety assignments.
- Completed Hydrant location verification and correction for GIS.
- Correction of Fire Inspection deficiencies Station 62 & 64.

Deputy Chief Rafferty:

Admin/Daily:

- Meetings with Chief Sievert, Lt. Sabia, Chief Snyder, Lt. Carter, Station 64 crew.
- Met with Human Resources (personnel issues).
- Attended Insurance Meetings.

Response:

- (1) Motor Vehicle Accident
- (1) Medical Call

Training & Safety:

- American Heart Association Conference Call
- Target Safety Training
- TeleStaff Training

EMS:

- Meeting with Logistics (EMS Supplies).
- PM Freeman clearance.
- Meeting with Physio Control.

David Faer–Public Education:

- Public Education Scheduling.
- Final draft done on 9-1-1 informational display board; sent to City Clerk's Office.
- Meeting with YMCA regarding the yearly "Healthy Kids" & "Swim Safety" events in April.

HUMAN RESOURCES DEPARTMENT thru 04/02/2012

- Performance Evaluations processed: 5
- Deltona JOBS Program Folders
 - 1st Floor lobby – (0) added

- 2nd Floor lobby – (5) added
- Total # of Deltona JOBS Program folders taken – (1128)
- Applications received:
 - (01) Wastewater Operator
 - (03) Water Operator
 - (16) Utility Systems Tech
- Met with several Department Directors regarding personnel issues and coordination of personnel actions.
- Sent applications for the Utility Systems Tech to the Public Works Department for review.
- Sent out letters and memos to the employees who qualified for the Well Days benefit; there were 51 Well Days winners and 31 Well Day Plus winners.
- Coordinating Crime Stop Safety Training for employees.
- Prepared several various “Nice Job” employee recognition certificates.
- Coordinating the “Employee of the Quarter” review meeting.
- Participated in a job reclassification review for a Public Works position.
- Coordinated with Mercer Group (City’s classification plan review consultant) who is in the process of receiving classification surveys back from the City’s benchmark organizations.
- Coordinated with the City’s negotiation team in preparing a formal contract counter proposal to the Union.
- Processed 2 FMLA actions.
- Processed 11 employee benefit actions.

Risk Management

- Worked on sewer backup into five homes.
- Received insurance payment for vandalized NSP home.
- Worked with State Attorney on three water theft cases to recover losses.
- Dealt with three citizen complaints.

PARKS AND RECREATION DEPARTMENT thru 04/01/2012

Administration:

- Farmers Market: 5 vendors, 168 cars.
- Hosted the Eggstravaganza event.
- Planning for Volunteer Recognition Brunch.
- Processed 6 permits for pavilion rentals.

Facility Use Permits:

- | | | |
|------------------------------------|------------------|---------------------------|
| • Deltona Community Center | 2 permit issued | Weekly attendance – 1,337 |
| • Harris M. Saxon Community Center | 3 permits issued | Weekly attendance – 326 |
| • Wes Crile Park | 1 permit issued | Weekly attendance – 1,749 |
| • Skate Park | 14 new passes | Weekly attendance – 1,028 |

Special Events/Programs:

- Amphitheater:
 - 2012 Concert series starts on Saturday, April 14th featuring AP60.
- City Hall:
 - Volunteer Appreciation Luncheon is scheduled for Saturday, April 21st at 10:30 a.m.
 - Arbor Day is scheduled for Friday, April 27th at 10:00 a.m.

- Dewey Boster Sports Complex:
 - Deltona Spring Fest is scheduled for April 21st and 22nd.
 - Volusia County Hispanic Association Latin Festival is scheduled for Sunday, April 29th.
- Harris M. Saxon Community Center:
 - Boys and Girls Club after school program continues.

City Leagues Currently Underway:

- Men's senior league continues.
- Men's league is scheduled to start April 9th.

Partner Leagues Currently Underway:

- FBVA spring season continues.
- West Volusia Youth Baseball spring season continues.
- Deltona Little League spring season continues.
- Deltona Youth Soccer spring season continues.

Parks Maintenance:

Weekly tasks include opening all the parks in the a.m., cleaning restrooms at parks, picking up and emptying trash at all parks and facilities; picking up trash around all pavilions; taking goods to storage, including seasonal items; cleaning the depot trailer, barn and yard; cleaning pavilion areas (ceilings, tables, grilles, etc.); cleaning playgrounds and sidewalks, taking vehicles to Fleet for maintenance, replacing damaged paper towel and toilet paper dispensers.

- **Mowed, edged and weed-whacked:** Campbell Park, CVS Park, Firefighters Memorial, Harris Saxon, Lake Gleason, Manny Rodriguez and Sheriff's Office.
- Campbell Park – Removed graffiti from playground area (vandalism).
- Deltona Community Center – Re-attached toilet tank.
- Dewey Boster – Ground concrete trip hazards in front of concession area at baseball fields; installed and painted fence around new backflows.
- Dupont Lakes – Trimmed trees along sidewalk of Elkcam in front of park entrance.
- Dwight Hawkins – Painted over graffiti on restroom due to vandalism, and repaired swings.
- Firefighters Memorial – Removed old mulch from playground area.
- Lake Gleason Park – Unclogged sinks in both restrooms; replaced outside light; replaced vandalized lights on volleyball court.
- Manny Rodriguez Park – Re-attached trash can to post; repaired vandalized sections of fence; replaced toilet seat.
- Skate Park – Repaired drinking fountain near basketball court; replaced irrigation heads.
- Thornby Park – Adopted by United Cerebral Palsy of East Central Florida and did their first clean up; replaced sprinkler heads.
- Timber Ridge Park – Replaced nets on basketball court.
- Veterans Memorial – Worked on irrigation and checked all lines.
- Wes Crile – Repaired leak in both restroom sinks and replaced damaged door stops for both restroom doors; unclogged outdoor restroom; sprayed the entire park for weeds.
- Miscellaneous
 - Picked up tables and chairs from City Hall and Harris Saxon, and tents and other goods from storage, and took to Dewey O. Boster for the Eggstravaganza event.
 - Returned tables, chairs and tent to City Hall, Harris Saxon and storage.
 - Picked up backdrop from storage for Bunny photos; took to Dewey and re-painted.

City Hall, Fire Station, Sheriff's Department and 1691 Providence (Sheriff) Building Maintenance:

Weekly janitorial service includes cleaning the Fire Station and inspecting Sheriff's building; opening and closing City Hall; vacuuming the chambers and other areas; emptying trash and recycled bins from DSC classrooms and all City departments; setting up Commission Chambers for various meetings and resetting afterwards; checking temperature throughout the building; replenishing restroom supplies throughout the entire building; replacing soap dispensers; cleaning all restrooms (floors, toilets, sinks, etc.); unclogging various toilets in restrooms on both floors; unclogging water fountains; replacing light bulbs throughout the building, courtyard and walkway; replacing restroom fresheners and batteries; moving or assembling furniture for various departments; hanging pictures (as requested) throughout City Hall; spraying and pulling weeds from various areas, trimming bushes and trees, watering sod and new shrubbery; walking the grounds and picking up trash; emptying all trash receptacles outside; sweeping sidewalk; cleaning front of building, retrieving supplies from storage at various times.

- Repaired leak in men's restroom (DSC side).
- Cleaned sections 1 & 2 of the parking lot.
- Replaced sink in first floor restroom (Commission Chambers).
- Replaced ceiling tiles in classrooms.

Sports Turf Maintenance:

- Normal routine maintenance at:
 - Dewey Boster Sports Complex.
 - Baseball and Pony League Fields.
 - Vann Park.
 - Dupont Lakes.
 - Wes Crile Park.
 - Fertilized Vann Park, Wes Crile, Campbell Park and Dupont Lakes with TB3.
 - Sprayed insecticide at Dupont Lakes.
 - Sprayed Pony League with 30-0-0 and Penecal.
 - Spot sprayed Wes Crile with herbicide.
- Sports Complex:
 - Repaired hydraulic cylinder on 6500D mower.
 - Set up and take down for Eggstravaganza.

PLANNING & DEVELOPMENT SERVICES thru 04/05/2012

Executive Summary:

The Planning and Development Services Department is working on a presentation to bring to the City Commission on April 9th for a CRA establishment. This is a follow-up to a presentation on potential redevelopment areas that was made to the City Commission on February 13th. At that Commission Workshop, Staff was directed to do additional research and present their findings to the City Commission for Commission direction.

Planning:

The Planning Section is working with RaceTrac to complete the Conceptual Site Plan and with Deltona Retail Holdings to finalize their Preliminary Plat. Staff has also ranked the sections of the Land Development Code needing amendments and is beginning the first amendments after the Sign Ordinance goes through the City Commission. Finally, the Dunkin Donuts rezoning application was brought to the City Commission this week for first reading and unanimously passed. The second reading of the Ordinance is scheduled for April

16th. The applicant is preparing a combined Conceptual/Final Site Plan application to bring to DRC and the City Commission upon zoning amendment approval.

Housing & Community Development:

The Community Development Section reports that there is a remaining \$18,000± to be assigned for preapproved qualified applicants within the SHIP program. Staff is to receive bids on the work to begin construction. The remaining money has to be spent and recorded by June 30th. The NSP program has two closings scheduled for the end of the month and staff continues to seek homes to purchase for both NSP 1 and 3. Finally, staff met this week with the Homeless Coalition of Volusia and Flagler County and is looking at possibilities to assist with the increasing homeless problem through the use of CDBG funds.

PUBLIC WORKS thru 03/30/2012

Traffic Operations:

Weekly tasks include monitoring crews and downloading and evaluating traffic survey information.

- **Signs:**
 - Completed 10 sign repair work tickets in the City.
 - Fabricated 10 new street name signs.
 - Installed 3 new street name signs.
 - Fabricated and installed 2 “Stop Sign Ahead” signs, 4 “All Way” signs, and 2 “Stop” signs at Urbana & Trumbull.
 - Fabricated 10 “Stop” signs.
 - Fabricated 4 “Welcome to Deltona Home of” signs, 4 “Trinity Baseball Champion” signs, and 4 “West Volusia T-Ball Champion” signs for Parks and Recreation Department and installed 1 of each at the following 4 intersections: SR 415 & Howland Blvd; Howland Blvd & Graves; Doyle Rd & Deltona Blvd; Saxon Blvd & I4.
 - Fabricated and installed 1 “No Parking” sign at 1322 Lydia.
- **Asphalt:**
 - Completed 3 asphalt repair work tickets – 3 ¼ tons.
 - Repaired section of road at Ft. Smith & Sunday Dr for Stormwater – 2 ¾ tons.
- **Speed Trailer:** Removed from 1135 Outlook to catch traffic coming off of Alexander.
- **Thermoplastic Striping:** Installed 1 crosswalk.
- **Message Board:** Removed from Trumbull & Urbana.
- **Miscellaneous:**
 - 878 Cloverleaf – delivered 8 barricades to concrete crew.
 - Elkcam medians – installed 4 delineators.

Field Operations:

Weekly tasks include evaluating work orders called in by residents.

- **Beautification:**
 - Medians:
 - Howland Blvd- routine maintenance.
 - Providence Blvd – routine maintenance; prepped areas for new plants and installed new plants.
 - Elkcam Blvd – routine maintenance; installed sod; watered new sod.
 - City Homes: Hastings.

- **Clam Truck:**
 - Debris – 14
 - Trimming – 10
- **Drop Offs:**
 - Repaired drop off with fill dirt at Newmark & Amboy; 702 Armadillo; 1731 Amboy; 1651 Montecito.
 - Installed pieces of sod at 1407 Hayward – 20; 3007 Cloverdale – 20; 1461 Keeling – 25; 642 Elgrove - 16.
 - Repaired drop off and installed ¼ pallet of sod at 2999 Coretta.
 - Installed ¼ pallet of sod at 1368 Nadine; 1386 Trollman; 1251 Bladon; 1533 Keeling; 1557 Keeling; 1465 Keeling; 1485 Keeling; Across from 1485 Keeling; 1490 Jupiter; 1533 Jupiter; 1541 Jupiter; Keeling & Chatsworth; 1540 Jupiter; 1377 Hayward.
 - Installed ½ pallet of sod at 1549 Keeling; 1616 Alloway.
- **Miscellaneous:**
 - 1322 Lydia – reshaped swale and installed 2 pallets of sod.
 - Dana & California; 1322 Lydia - watered new sod.

Fleet Maintenance Division:

- | | | |
|------------------------------|--------|--------------|
| • Vehicles | PM – 3 | Repairs – 13 |
| • Equipment | PM – 2 | Repairs – 10 |
| • Road Calls | 3 | |
| • Parts Run/Vehicle Delivery | 2 | |
| • CDL Testing | 0 | |

Stormwater Division:

Weekly tasks include check and monitor all electric pump stations; respond to all safety concerns; talk to residents about their concerns; check and record lake levels; manage current CDBG projects; implement NPDES Inspection program.

- **Construction Crew:**
 - 3662 Ronda Dr – installed 64' of 24" squash concrete pipe; built 2 boxes; poured back sidewalk; reshaped swales; placed sod.
 - 772 Shafton St – repaired fence on pond; took out form boards on sidewalk; pulled vines off on fence.
 - 1730 Agate Cir – reshaped swale and placed sod.
- **Drainage Rehabilitation Crew:**
 - 3590' of drainage rehabilitated.
 - Ditches Menzi mowed – Beaver Dr; Slater Dr; 1120 N Harbor; 1127 S Brickell; Austin/Brissel Ct; Hawks Landing.
- **Drainage Area Maintenance (Acbi Mowing):**
 - 1.6 Acres of drainage areas maintained.
 - Ditches mowed – 2152 Vance; 1947 Quintillis; 1724 Whipple; 1740 Whipple; 1510 N Page; 1003 De Carlo.
 - Ponds mowed – 3289 Tallwood; 2313 Greenwood; 2078 Atmore; 675 Goodrich; 783 S Atmore; 926 Whitewood.
- **Right of Way Mowing Crew:**
 - 21 miles of right of way mowed.
 - Main Roads mowed – Tivoli; Deltona Blvd; Captain; Catalina; Cloverleaf; Anderson; Alexander; Normandy; Haulover; Elkcam.

- **Right of Way Litter Crew:**
 - 519.75 gallons of litter removed.
 - Main road trash pickup – Tivoli; Catalina; April; Captain; Haulover; Courtland; Normandy.
- **Miscellaneous:**
 - 1658 Bloomfield Av – mow and weedwhack around pump station.
 - 201 Sheryl Dr – clear weeds around and inside the control structure.
 - 1510 N Page Dr – clear weeds near staff gauge.
 - 1486 Renton St; 1368 Zinnia; 1575 Cranbrook Av – mow row.
 - Alley 485 – mow alley way and pick up trash.
 - 1613 Bismarck Dr – pick up tree limbs in pond.
 - Wheeling Av; Norwood Dr; 51 Ft Smith Blvd – spray for weeds around pump station.
 - Wheeling Av; Ferendina Dr – paint the pump.
 - Sky St – repair the fence at pump station.
 - City Wide – water newly laid sod.

UTILITIES thru 04/01/2012

Customer Service

March / April 2012	Total week ending 4/1/12
DW – Lockbox	1874
Ebox	1020
Call Center Calls	1872
Walk-ins/Drop Box	1019
On-line Payments	1041

Customers Disconnected for Non-Pay

March 2012	Total week ending 4/1/12
Total on Disconnect List	146
Off in error/DW error	
Off in error/Munis error	
Misapplied Payment	

Construction Log & Service Orders

March / April 2012	Total week ending 4/1/12
Water Service	1
Meter Sets	
Reclaim Meters	
Fire Hydrant Installs	
Fire Hydrant Replacement	
Fire Hydrant Repair	
Replace Meter Box	20
Locates Received	48
Locates Completed	83
Main Leaks	3
Service Leaks	1
Sewer Repairs	
Sewer Blockage	2
KV2 Valves	10
Service Replacements	8
Meter Change Outs	25
Service Orders	502
Disconnects	146
Drainfield Leaks	
Meter Retirements	36